|  |
| --- |
| Australia Awards |
| South Asia & Mongolia |
| Request for Tender RFT05-2025  Transforming TVET Policy for Inclusive and Future-Ready Skills Systems  2025 |



Table of Contents

[Acronyms and Abbreviations 3](#_Toc143771464)

[1 Introduction 4](#_Toc143771465)

[1.1 Invitation to Tender 4](#_Toc143771466)

[1.2 Key dates and details related to this RFT 4](#_Toc143771467)

[1.3 Introduction to the Australia Awards – South Asia & Mongolia 5](#_Toc143771468)

[1.4 Document Structure 5](#_Toc143771469)

[1.5 Definitions 5](#_Toc143771470)

[2 Tender Conditions 6](#_Toc143771471)

[2.1 Corrections and Additions 6](#_Toc143771472)

[2.2 Expenses 6](#_Toc143771473)

[2.3 Ownership of Tenders 6](#_Toc143771474)

[2.4 Tenderer’s Acknowledgment 7](#_Toc143771475)

[2.5 Right to Conduct Security, Probity and Financial Checks 7](#_Toc143771476)

[2.6 Scope Global’s Rights 7](#_Toc143771477)

[2.7 Contracting Entity with Scope Global 8](#_Toc143771478)

[2.8 Purchasing of Goods and Services 8](#_Toc143771479)

[2.9 Relationship with Tenderers 8](#_Toc143771480)

[2.10 Tender Validity 8](#_Toc143771481)

[2.11 Repeat Courses 8](#_Toc143771482)

[2.12 Contract Format 9](#_Toc143771483)

[2.13 Disclosure of Information Provided by Tenderers 9](#_Toc143771484)

[2.14 Technical Assessment 9](#_Toc143771485)

[2.15 Financial Assessment 9](#_Toc143771486)

[2.16 Contract Negotiations 9](#_Toc143771487)

[2.17 Award of Contract 10](#_Toc143771488)

[2.18 Payment Policy 10](#_Toc143771489)

[2.19 Intention to submit a tender 10](#_Toc143771490)

[2.20 Deed of Novation 11](#_Toc143771491)

[3 Tender Requirements 11](#_Toc143771492)

[3.1 Tender Format 11](#_Toc143771493)

[3.2 Tender Contents 11](#_Toc143771494)

[3.3 Lodgement of Tenders 13](#_Toc143771495)

[4 Scope of Services 13](#_Toc143771496)

[4.1 Activity identification 13](#_Toc143771497)

[4.2 Contract details 13](#_Toc143771498)

[4.3 Intended outcomes 14](#_Toc143771499)

[4.4 Short Course details 14](#_Toc143771500)

[4.5 Financial details 19](#_Toc143771501)

[4.6 Services to be provided 19](#_Toc143771502)

[5 Selection Criteria and Information Required for Technical Assessment 21](#_Toc143771503)

[5.1 Selection Criteria 21](#_Toc143771504)

[5.2 Annexes 22](#_Toc143771505)

[6 Selection Criteria and Information Required for Price Assessment 23](#_Toc143771506)

[6.1 Introduction 23](#_Toc143771507)

[6.2 Approach to the Financial Proposal 23](#_Toc143771508)

[6.3 Limited Information Required for Price Assessment 23](#_Toc143771509)

[6.4 Content of Financial Proposal 24](#_Toc143771510)

[6.5 Retention of Price Component of Tenders by Scope Global 25](#_Toc143771511)

[6.6 Escalation 25](#_Toc143771512)

[6.7 Goods and Services Tax (GST) 25](#_Toc143771513)

[Attachment 1 - Organisation Experience Description Sheet Proforma 26](#_Toc143771514)

[Attachment 2 – Curriculum Vitae Proforma 27](#_Toc143771515)

[Attachment 3 – Course Outline Proforma 28](#_Toc143771516)

[Preliminary Learning Activities: 28](#_Toc143771517)

[Core Learning Elements (In Australia): 29](#_Toc143771518)

[Attachment 4 – Risk Mitigation Matrix Proforma 31](#_Toc143771519)

[Attachment 5 – Commonwealth of Australia Statutory Declaration 33](#_Toc143771520)

[Attachment 6- Financial Proposal Tables (see separate file) 36](#_Toc143771521)

[Attachment 7 - Indicative Budget (see separate file) 36](#_Toc143771522)

[Attachment 8 – Comment on Draft Contract 37](#_Toc143771523)

[Attachment 9 – Short Course Provider Handbook (see separate file) 38](#_Toc143771524)

[Attachment 10 – GEDSI Approach and Action Plan 2022-2033 (see separate file) 38](#_Toc143771525)

[Attachment 11 – Scope Global Services Agreement Template (see separate file) 38](#_Toc143771526)

Acronyms and Abbreviations

|  |  |
| --- | --- |
| Acronym | Description |
| ABN | Australian Business Number |
| ACN | Australian Company Number |
| AUD | Australian Dollars |
| DFAT | Department of Foreign Affairs and Trade (Australia) |
| GEDSI | Gender Equality, Disability and Social Inclusion |
| GST | Goods and Services Tax |
| IP | Intellectual Property |
| MEL | Monitoring, Evaluation and Learning |
| RFT | Request for Tender |
| RTO | Registered Training Organisation |
| STEM | Science, Technology, Engineering, & Mathematics |
| TAP | Technical Assessment Panel |

# Introduction

## Invitation to Tender

Scope Global Pty Ltd, the Managing Contractor for the Australia Awards – South Asia & Mongolia Program (the Program) is seeking tenders for a cost-effective solution to the design and delivery of the Short Course: **Transforming TVET Policy for Inclusive and Future-Ready Skills Systems (Regional) Short Course**

Details of the course are included later in this RFT (see Section 4 – Scope of Services) and should be read in conjunction with the Program’s Short Course Provider Handbook.

To be eligible to tender for the design and delivery of this Short Course, the lead business must be a Registered Training Organisation (RTO) in Australia, or an Australian tertiary institution as defined in the Higher Education Support Act, 2003 Table A, B and C.

## Key dates and details related to this RFT

A timetable for the tender process is outlined below:

| Description | Date/ Details |
| --- | --- |
| Request for tender released | 25 September 2025 |
| Closing date for registration of intent to submit a tender | 5.00pm local time in Adelaide  10 October 2025  Note: Only registered Tenderers will receive any addenda to the RFT. |
| Contact person for registration or enquiries related to this RFT | Manager Continuing Professional Development Solutions, Australia Awards – South Asia & Mongolia  [tenders@australiaawardssouthasiamongolia.org](mailto:tenders@australiaawardssouthasiamongolia.org) |
| Closing date for questions on the RFT | 5.00pm local time in Adelaide  10 October 2025  Note: All queries pertaining to the RFT must be sent to:  [tenders@australiaawardssouthasiamongolia.org](mailto:tenders@australiaawardssouthasiamongolia.org)  before this closing time. |
| Closing date for Tender submission | 5.00pm local time in Adelaide  23 October 2025  Note: Late submissions will not be considered unless the delay is solely due to mishandling by Scope Global. |
| Mode of submission | Email submission to: [tenders@australiaawardssouthasiamongolia.org](mailto:tenders@australiaawardssouthasiamongolia.org) before the Tender submission closing time. |
| Number of copies and format of Tender | One (1) electronic (.pdf) file of the Technical Proposal including all required annexes.  One (1) electronic (.pdf) file of the Financial Proposal. |
| Anticipated tender outcome notification date | 5 December 2025  Note: date is subject to change at DFAT/Scope Global discretion. |

## Introduction to the Australia Awards – South Asia & Mongolia

Australia Awards are provided to build the skills and knowledge of individuals so that they can contribute to their country’s development, and to support the ongoing development of links between Australia and the countries to which it provides aid. Australia Awards are an important part of the Australian Government’s focus on public and economic diplomacy, and provide Scholarships and Short Courses, supported by a range of other capacity-building and training modalities.

The goal of Australia Awards – South Asia & Mongolia is to support the Program’s partner countries – Bangladesh, Bhutan, India, Maldives, Mongolia, Nepal, Pakistan and Sri Lanka – in achieving their development goals through education and knowledge transfer and to build enduring relationships with Australia that advance mutual interests.

To advance this goal, the Program aims to achieve two key outcomes:

* Alumni are using their skills, knowledge and networks to contribute to sustainable development.
* Alumni are contributing to cooperation between Australia and partner countries.

This RFT is for one of the Short Courses

## Document Structure

This RFT consists of the following sections:

* Section 1: Introduction
* Section 2: Tender conditions
* Section 3: Tender requirements and attachments (including Statutory Declaration)
* Section 4: Scope of Services
* Section 5: Selection criteria and information required for technical assessment
* Section 6: Selection criteria and information required for price assessment
* Attachments 1 –10: Note that Attachment 6- and 7 (Financial Proposal and Indicative Budget), Attachment 9 (Short Course Provider Handbook), Attachment 10 (GEDSI Plan) and Attachment 11 (Scope Global Services Agreement Template) are separate files.

Tenderers should carefully read and familiarise themselves with the RFT documentation, including all attachments to ensure compliance with the Tender requirements and ensure they can execute a contract without delay. Tenders deemed non-conforming by Scope Global may be rejected.

## Definitions

In this RFT, the following terms have the following meanings:

“DFAT” means the Department of Foreign Affairs and Trade – Australian Aid;

“Short Course” means the Short Course to be delivered under the Department of Foreign Affairs and Trade – Australian Aid, Short Course Awards;

“the Commonwealth” means the Commonwealth of Australia and its implementing agency, the Department of Foreign Affairs and Trade – Australian Aid;

“Contract” means Scope Global’s draft Services Agreement or Services Agreement;

“RFT” means this document, Scope Global’s draft Services Agreement and any Addenda issued by Scope Global prior to the closing date and time for the submission of Tenders;

“participant(s)” means people in receipt of an Australia Award to attend a Short Course.

# Tender Conditions

## Corrections and Additions

If a Tenderer finds any discrepancy, error or omission in the RFT, has a question, or wishes to make an enquiry concerning the RFT, it is to notify Scope Global in writing and in accordance with Section 1.2 *closing date for queries*. Where appropriate, answers to any such notices or questions will be given by Scope Global in the form of Addenda and will be issued to all registered Tenderers.

Scope Global may amend any part of this RFT and attachments prior to the *closing date for tenders* (Section 1.2). Any amendment to, or clarification of, any aspect of the RFT will be issued in the form of an Addenda and provided to all registered Tenderers before the *closing date for tenders* (Section 1.2). Such Addenda will become part of the RFT.

Tenderers’ attention is drawn to paragraph 2.19 regarding Addenda.

## Expenses

Tenderers are responsible at their own expense for:

* making all arrangements and obtaining and considering all information relating to the preparation, delivery and lodgement of their Tender;
* answering any queries and providing any further information sought by Scope Global;
* dealing with any issues, including disputes, that may arise out of the RFT process; and
* engaging in any further process, subsequent negotiation or discussions with Scope Global that may result from the RFT.

## Ownership of Tenders

All Tenders become the property of DFAT on submission.

Such Intellectual Property (IP) rights as may exist in the information contained in Tenders will remain the property of the Tenderer.

The Tenderer authorises Scope Global to copy, adapt, amend, disclose or do anything else necessary (in Scope Global’s sole discretion) to all materials (including that which contains IP rights of the Tenderer or other parties) contained in the Tender for the purpose of its evaluation of Tenders, negotiating any contract with the Tenderer (if the matter proceeds that far) and all other matters relating there to, including Governmental and Parliamentary reporting requirements.

Scope Global may make such copies of Tenders, as it requires for these purposes.

## Tenderer’s Acknowledgment

A Tender is made on the basis that the Tenderer acknowledges that:

1. it examined the RFT documents (Sections 1 to 6 and Attachments 1 to 10)
2. the RFT specifies Scope Global’s rights in respect of the RFT and the Tenderer agrees that Scope Global may exercise its rights as set out in the RFT in respect of the RFT process
3. it sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to Scope Global’s requirements, including the risks and other circumstances which may affect a Tender
4. in lodging its Tender it did not rely on any express or implied statement, warranty or representation, whether verbal, written, or otherwise made by or on behalf of Scope Global other than any statement, warranty or representation contained in the RFT
5. it did not use the improper assistance of Scope Global’s employees or ex-employees, or Commonwealth employees or ex-employees, or information unlawfully obtained from Scope Global or the Commonwealth in compiling its Tender
6. it satisfied itself as to the correctness and sufficiency of its Tender
7. it is responsible for all costs and expenses related to its involvement in the RFT, in accordance with Section 2.2
8. Scope Global and the Commonwealth are not responsible for any costs or expenses incurred by the Tenderer or any other person in responding to or taking any other action in relation to this RFT, whether or not Scope Global terminates, varies or suspends the RFT process or takes any other action permitted under this RFT
9. the Tenderer understands that the selection of a successful Tenderer and/or Subcontractor must have DFAT agreement before Scope Global can award a contract for the activity and that DFAT reserves its rights to accept or reject any Tenderer or Subcontractor for any reason
10. the Tenderer will comply with the rules set out in this RFT and as applicable to Short Courses.

## Right to Conduct Security, Probity and Financial Checks

Scope Global, in its absolute discretion, reserves the right to conduct such security, probity and/or financial checks on Tenders and/or Tenderers for the purpose of evaluating Tenders to this RFT or any other stage of the Tendering process for the services described in this RFT, as it deems necessary.

## Scope Global’s Rights

Without limiting its rights at law or otherwise, without incurring any liability for any costs, losses or expenses or damages incurred by any Tenderer or Tenderers and without any obligation to inform any affected Tenderer or Tenderers of the grounds for such action, Scope Global reserves the right in its absolute discretion at any time to:

1. subject to the RFT, evaluate Tenders as Scope Global sees appropriate in the context of its requirements
2. cease to proceed with the process outlined in this RFT or any subsequent process
3. suspend or vary the process or any part of it
4. require additional information or clarification from any Tenderer or anyone else or provide additional information or clarification to any Tenderer
5. call for new Tenders
6. accept or reject any Tender that does not comply with this RFT
7. add to, alter, delete or exclude any services as required by Scope Global.

## Contracting Entity with Scope Global

Scope Global intends to contract with one legal entity only. If the Tenderer is a member of a consortium or teaming arrangement then the tender must stipulate which part(s) of Scope Global’s requirements each entity comprising the consortium or teaming arrangement would provide and how the entities would relate with each other to ensure full provision of the requirements.

Tenderers must provide detailed information on services proposed to be sub-contracted and will be expected to take full responsibility for all sub-contracted services.

## Purchasing of Goods and Services

In its purchasing of goods and services, the appointed Contractor will be required to comply with [Commonwealth Procurement Rules](https://www.finance.gov.au/sites/default/files/2020-12/Commonwealth%20Procurement%20Rules%20-%2014%20December%202020.pdf) in order to achieve “value for money” through “open and effective competition” in the selection of suppliers. In addition, the Contractor will be required to follow Scope Global’s procedures as set out in the Contract and its Scope of Services. All procurement processes must be carefully documented. The Contractor will be liable to audit by Scope Global or its nominee to ensure adherence to these principles. The sub-contractor must comply with Australian copyright law.

## Relationship with Tenderers

Scope Global is not bound contractually or in any other way to any Tenderer by this RFT.

## Tender Validity

Tenders are accepted on the basis that they are valid for ninety (90) days from the closing date for receipt of Tenders.

## Repeat Courses

Scope Global may, from time to time and at its discretion, request a quotation from the selected Tenderer for repeat delivery of the course tendered for within the term of the Agreement. Upon receipt of the quotation, Scope Global may enter negotiations with the selected Tenderer for repeat delivery of the course in the same or another Program country location.

**Tenderers interested in being considered for repeat delivery should indicate their interest within the tender proposal submission** and **specify within the Financial Proposal (Schedules 5 and 6) which costs would not apply to a repeat delivery**. Scope Global shall only seek to enter negotiations for delivery of repeat courses in circumstances where value for money can be demonstrated by not going to market.

## Contract Format

Scope Global intends to enter negotiations with the preferred Tenderer. These negotiations will be based on a Contract including fixed and reimbursable cost components. The contract also provides for payments made against the achievement of measurable milestones for the delivery of defined outputs.

Scope Global is responsible for ensuring that the Commonwealth obtains value for money through the tendering process.

The successful Tenderer will be required to enter into a Services Agreement with Scope Global in the form outlined in Attachment 10 to this RFT. Tenderers seeking amendments to the Scope Global Services Agreement Template (Attachment 10 ) are required to complete Attachment 8 and submit this along with the Tender by the *closing date for tenders* (Section 1.2). No representation is made by Scope Global that proposed amendments will be accepted. This Scope Global Services Agreement Template (Attachment 9) may be amended by Scope Global to meet the specific requirements of the relevant Short Course for the Program.

## Disclosure of Information Provided by Tenderers

Scope Global’s selection process for services is conducted in accordance with Commonwealth Procurement Rules. It is Scope Global policy not to divulge to one Tenderer, information that has been provided in confidence by another.

Tenderers should note that the Freedom of Information Act 1982 (The Act) gives members of the public rights of access to official documents of the Commonwealth Government and its Agencies. The Act extends, as far as possible, rights to access information in the possession of the Commonwealth Government and its Agencies, limited only by considerations for the protection of essential public interest and of the private and business affairs of persons in respect of whom information is collected and held by departments and public authorities.

## Technical Assessment

Scope Global will rank Tenderers on the basis of technical and financial assessments.

A Technical Assessment Panel (TAP), chaired by a representative from Scope Global, will assess each submission using the criteria as set out in this RFT (*Capacity and training experience, Response to course specification* and *Core personnel*). The Technical Proposal of each submission will be worth 80% of the total assessment score and will be assessed separately to consideration of the Financial Proposal.

The result, together with any other factors relevant to the selection, will be considered by Scope Global in deciding on the selection of the preferred Tenderer and/or award of Contract.

## Financial Assessment

Following the technical assessment, the Financial Proposal of each submission will be assessed using the criteria set out in this RFT (*Personnel course design and delivery cost, Fixed Management Fee)*. The Financial Proposal will be worth 20% of the total assessment score.

## Contract Negotiations

Scope Global will conduct contract negotiations only with the person identified in the Tender with the authority to negotiate and conclude a contract on behalf of the preferred Tenderer.

If Scope Global is unable to satisfactorily conclude contract negotiations with the preferred Tenderer, Scope Global reserves the right, at its sole discretion, to terminate the negotiations and enter contract negotiations with the next ranked Tenderer(s).

Scope Global expects contract negotiations to be concluded within a reasonable period, nominally four (4) weeks.

Scope Global reserves the right to negotiate with the most favourable Tenderer should it be deemed that ‘the offering prices are unreasonable or greater than the targets set in the planning process’ as per Commonwealth Procurement Rules.

## Award of Contract

Any contract resulting from the Tender process outlined in this RFT is subject to the negotiation of a mutually acceptable contract based on the Scope Global Services Agreement Template (Attachment 10).

## Payment Policy

Tenderers should note that it is Scope Global policy to pay accounts in arrears on the due date specified in the agreement with the supplier. Scope Global’s standard terms are payment upon acceptance of goods or services and the receipt of a correctly rendered invoice, and subject to the delivery of outputs against specified milestones to Scope Global’s satisfaction. Payment, however, does not mean that Scope Global necessarily accepts that the work meets that milestone and Scope Global reserves its rights to full reimbursement if DFAT does not accept that a milestone has been reached which justifies payment.

## Intention to submit a tender

Interested parties are strongly encouraged to register their intention to submit a Tender no later than the date set out in Section 1.2.

Those parties who have registered their intention to submit a Tender by this time and date will be provided with any subsequent Addenda to the RFT. Parties who have not registered their intention to submit a Tender by this time and date will not receive Addenda to the RFT. Addenda may include responses to questions from other proposed Tenderers and/or amendments to the Scope of Services after the RFT is released.

Registrations of an intention to submit a Tender should be transmitted via email to: [tenders@australiaawardssouthasiamongolia.org](mailto:tenders@australiaawardssouthasiamongolia.org)

Registration can be made by providing the following information:

* name of organisation;
* name of contact person; and
* full contact details for receipt of Addenda.

Providing an intention to submit a Tender will not impose any obligation on any interested party to submit a Tender.

Parties who have registered their intention to submit a Tender are requested to notify Scope Global if their intentions change.

## Deed of Novation

At the time of executing the contract the selected Tenderer will be required to execute a Deed of Novation and Substitution, in the appropriate form to ensure the rights of DFAT, in the event of DFAT issuing a note of substitution.

# Tender Requirements

Prospective Tenderers should read this statement of Tender Requirements carefully, along with the key dates outlined in Section 1.2. At Scope Global’s sole discretion non-conforming Tenders may not be accepted.

## Tender Format

Scope Global's requirements with respect to the format of Tenders are as follows:

* Tenders are to be submitted in the name of the entity with which Scope Global would enter the contract and include the name of the person authorised to negotiate and conclude a contract.
* The font type is to be no smaller than 10 point and in single column format.
* The Scope Global or DFAT logo is not to appear on any Tender documentation.
* Number of copies: One (1) electronic (.pdf) file of the Technical Proposal including all required annexes. One (1) electronic (.pdf) file of the Financial Proposal.
* The Financial Proposal is to be submitted as a separate pdf file.

## Tender Contents

* + 1. **TECHNICAL PROPOSAL (one separate PDF file)**

The Technical Proposal must contain the following parts in the order as below:

**Cover Page**

The cover page must clearly indicate “**Technical Proposal**” and include the following information:

| Tenderer’s General Information | |
| --- | --- |
| Lead Business Name |  |
| ABN or ACN |  |
| Business type |  |
| Contact person  (authorised to negotiate and enter into a contract) |  |
| Registered business office address |  |
| Email |  |
| Phone |  |
| Partner Organisations (if any) |  |

**Response to the Selection Criteria**

The Technical Proposal must substantively and individually address the selection criteria as set out in Section 5 and be no more than 12 (12) A4 typewritten pages (including tables, diagrams, notes and references but excluding title page and annexes). Text in excess of twelve pages will not be assessed.

**Technical Proposal Annexes**

The following annexes must be submitted in the format as requested in Section 5.3:

1. Annex 1 - Organisation’s Experience
2. Annex 2 - Curricula Vitae
3. Annex 3 - Draft Training Course Outline (using the template provided)
4. Annex 4 - Risk Management Matrix
5. Annex 5 - Statutory Declaration
   * 1. **FINANCIAL PROPOSAL (one separate PDF file)**

The Financial Proposal is to include fully costed quotes in Australian dollars at current prices valid for ninety (90) days from the closing date for the receipt of Tenders.

The Financial Proposal must include the following parts in the order as below:

**Cover Page**

The cover page must clearly indicate “**Financial Proposal**”, the Tenderer’s contact person and contact details.

**Schedule 1. Personnel Course Design Cost**

Tenderers must provide details as described in **Attachment 6.1** to this RFT.

**Schedule 2. Personnel Course Delivery Cost**

Tenderers must provide details as described in **Attachment 6.2** to this RFT.

**Schedule 3. Fixed Management Fee**

Tenderers must provide details as described in **Attachment 6.3** to this RFT.

**Schedule 4. Financial Proposal Summary**

Tenderers must provide details as described in **Attachment 6.4** to this RFT.

**Schedule 5. Indicative budget**

Tenderers must provide details in the format described in **Attachment 7** to this RFT.

**Note:** Tenderers should be aware that the fixed cost information provided in Schedules 1 to 4 is required to be the same as those costs detailed in the fixed cost component within Schedule 5.

Schedules 1 to 4 form part of the “like-for-like” assessment of the Financial Proposal.

## Lodgement of Tenders

Tenders must be submitted via email to [tenders@australiaawardssouthasiamongolia.org](mailto:tenders@australiaawardssouthasiamongolia.org) no later than **5.00pm local time** in Adelaide on 23 October 2025 .

The subject line of the email tender submission should include the course title:

**RFT 05-2025 Transforming TVET Policy for Inclusive and Future-Ready Skills Systems (Regional) Short Course**

Late submissions will not be considered unless the delay is solely due to mishandling by Scope Global.

# Scope of Services

## Activity identification

|  |  |
| --- | --- |
| Client | Scope Global Pty Ltd |
| Program | Australia Awards – South Asia & Mongolia |
| Short Course title | **Transforming TVET Policy for Inclusive and Future-Ready Skills Systems (Regional) Short Course** |
| Short Course duration and proposed delivery dates | Australia Awards – South Asia & Mongolia (the Program) is seeking a cost effective training program for up to 24 participants.  This Short Course will be delivered via blended delivery over six months, commencing in January 2026 and completing no later than May 2026.  In addition to outlining the proposed methodology and delivery strategies, Tenderers should specify the estimated time commitment for participants to complete all elements. |
| No. of participants | Up to a maximum of 24 participants. |

## Contract details

|  |  |
| --- | --- |
| Delivery | Tasks must be performed by a qualified and competent team. |
| Contract Type | Service Agreement to be negotiated between Scope Global and the lead Tenderer. |
| Basis of Payment | Fixed design and delivery costs and management fee plus agreed reimbursable expenses (for example, actual costs incurred in delivery of the course as per an agreed budget including participant allowances, etc.). Reimbursable budget is negotiated with the preferred Tenderer. |

## Intended outcomes

|  |  |
| --- | --- |
| Program Outcomes | The Australia Awards – South Asia and Mongolia Program’s goal is that country programs in Bangladesh, Bhutan, India, Maldives, Nepal, Mongolia, Pakistan and Sri Lanka are meeting their development, relationship and public diplomacy objectives, in line with Australia’s national interest.  The four intended End-of-Program Outcomes are that:   * alumni are using their skills, knowledge and networks to contribute to sustainable development * alumni are contributing to cooperation between Australia and partner countries * effective, mutually advantageous partnerships are established between institutions and businesses in Australia and partner countries * alumni view Australia, Australians and Australian expertise positively. |
| Short Course Indicators | Tenderers should refer to the Short Course Provider Handbook, Section 12: Short Course Monitoring, Evaluation and Learning (MEL) which outlines the expected outputs and outcomes of Short Courses as part of the broader Program. It also describes the MEL frameworks and tools the successful Tenderer will be expected to use to monitor progress and evaluate the outputs of this Short Course. |

## Short Course details

|  |  |
| --- | --- |
| Context | Technical and Vocational Education and Training (TVET) is a key lever for driving employment, economic diversification and social inclusion. Countries within the South Asian region and Mongolia have made significant progress towards developing their TVET systems in recent years, however some persistent capacity constraints undermine the quality, relevance and equity of skills development.There is a growing consensus, reflected in national education strategies, regional frameworks and donor-funded programs, that transforming TVET requires a significant investment in system capacity, particularly in trainer development, digital innovation, curriculum relevance and industry alignment. Governments within the region recognise these challenges, as evidenced within recent strategic plans and initiatives, for example:   * Bangladesh’s five year National Action Plan for Skills Development (2022-2027) seeks to enhance institutional efficiency, strengthen transparency and accountability, consolidate good governance and the ‘proper allocation of resources.[[1]](#footnote-2) * Nepal’s Council for Technical Education and Vocational Training 2021-2025 Strategic Plan prioritises capacity building of instructors and curriculum developers.[[2]](#footnote-3) * Mongolia’s new Law on TVET calls for the increased role of private sector in training the professional workforce and introduction of performance-based and gender-sensitive budgeting of TVET institutions. These reforms require relevant policy changes in TVET sector followed by the need to rehaul and update TVET curriculums. * In Sri Lanka, the Tertiary and Vocational Education Commission (TVEC) has developed a strategic plan for the period 2025–2029, aimed at creating a competent and adaptable workforce to meet the evolving needs of the economy. * The Skill India Digital Hub aims to ‘foster a culture of lifelong learning, ensuring the workforce can adapt to rapidly changing technologies’[[3]](#footnote-4).  Some of the key remaining challenges and potential impacts are summarised below:  * Outdated curricula and weak industry linkages lead to poor employability and skills mismatch with employer needs. * Low trainer qualifications and limited digital skills can result in an inability to adapt to new technologies and blended delivery. * Weak quality assurance and fragmented system governance impact the consistency of standards across institutions. * Inadequate access for women, rural learners and marginalised groups results in low equity and social mobility. |
| Purpose and objectives | Australia’s TVET system is recognised internationally for its industry-driven, outcomes-focussed and quality assured approach. For example, the Australian apprenticeship based TVET model could serve as a best practice for the TVET sector policymakers to replicate in their respective countries TVET sectors. While multiple Short Courses have been delivered through the Australia Awards Short Course mechanism since 2016, it is timely to consider bringing together policy makers or practitioners from across the region to identify opportunities to learn from each other’s experiences in maturing their respective TVET systems.  **Learning Outcomes**  On completion of the Short Course participants will be able to:   * Understand regional trends in TVET reform. * Comprehend the advantages of the Australian apprenticeship based TVET model * Gain insights into skills and training occupational qualification requirements. * Analyse and critique their country’s current TVET policy frameworks. * Design inclusive, industry-aligned TVET strategies. * Use digital learning platforms and applications to design modern, inclusive curricula. * Apply regional and international good practice in TVET governance, financing, and partnerships. * Facilitate regional cooperation for mutual recognition and mobility. |
| Approach to the delivery of the Short Course | The Short Course will be delivered via a blended mode (online and in-Australia) using various connected learning strategies. Tenderers will be required to develop course content contextualised to participant needs and to demonstrate cultural understanding and the capacity to support diverse needs. This approach will maximise opportunities for participants to contextualise their learning to their own skills ecosystem and facilitate information exchanges with key stakeholders and counterparts across the region and in Australia.  **Preliminary Learning Activities (virtual)**  The Provider will be responsible for delivering a series of activities in the initial phase. The following requirements are in addition to the mandatory pre-course activities detailed in the *Short Course Handbook*:  Learning Needs Analysis  The Provider will conduct a Learning Needs Analysis (LNA) to assess participants’ needs and expectations. Based on the LNA, the Provider will be required to make reasonable adjustments to enable equitable access to learning.  Introductory online learning  The Provider will develop a program of up to 5 online synchronous learning sessions to be held over one week. These sessions will introduce the course’s key objectives, supported by written materials which can be shared digitally (and remain available on the Learning Management System for ongoing reference). Participants will also be provided with an overview of the RWP development cycle. Sessions introducing key concepts related to the course topics and a detailed background to the evolution of Australia’s TVET system will allow participants to develop a sound theoretical understanding of key concepts prior to the in-Australia Core Learning Elements phase.  A summary of participant reflections and reactions to the online learning experience, and any modifications or adjustments required prior to the Core Learning Elements and Applied Learning Activities components will be outlined in the Preliminary Learning Activities Report.  **Core Learning Elements (in Australia)**  The Core Learning Elements will be delivered in Australia over a maximum of two weeks The delivery duration and location/s will be agreed with the preferred Tenderer during contract negotiations.  The Course program is expected to incorporate:   * Interactive discussions and facilitated networking with subject matter experts (Australian and others). * Relevant case studies that are context-informed. * Site visits appropriate to the course objectives.   The Provider will prepare a schedule outlining the delivery sequence, methodologies, and time allocations, mapped to course outcomes.  **Applied Learning Activities (virtual)**  Mentoring Sessions  The Provider will be required to offer a minimum of two mentoring sessions between the Core Learning Elements and the Applied Learning Activities. The purpose of these sessions will be to monitor participant progress towards their Return-to-Work Plan (RWP) objectives, to identify impediments and where necessary, recommend timely mitigation strategies.  Applied Learning Activities  The Applied Learning Activities, delivered as synchronous virtual sessions over a maximum of up to one week will explore and reinforce the value and importance of the transfer and application of learning through participants’ RWPs. Within the Applied Learning Activities framework, participants will be required to:   * Share learning and explore solutions to common challenges, encouraging peer-to-peer learning. * Deliver individual presentations on the progress of RWPs, including outcomes and impacts.   A Certificate of Completion will be presented to participants who successfully complete all three phases of the Short Course.  Final Report  Following completion of the Applied Learning Activities, the Provider will be required to produce a report which includes a summary of their observations of participant discussion, work and participation during delivery of the course on the following topics:   * Key issues including policy and systemic issues faced by the participants’ countries in the TVET sector and priority areas for reform and assistance. * Australian TVET experiences and frameworks that resonated most with the participants and that they would like to be replicated/incorporated in their home country TVET system or reform. * Systems and experiences that can be transferred or shared between the countries in the region including possible areas of regional cooperation. * Proposed future development assistance to participant countries.   This report should be based on discussions and observations throughout the course. It is not expected that any additional research outside of course delivery will be undertaken. |
| Training Content | Tenderers will be required to propose a Course Outline to address the above objectives. Topics covered may include (but not be limited to) the following:   * A market overview of TVET as a fast-growing component of employment and skills * TVET policy reform trends (using examples from the region and Australia). * TVET sector governance, quality assurance and strategic policy planning (including strategies to promote inter-agency/jurisdictional cooperation). * Inclusive and industry aligned TVET systems (for example apprenticeships and higher apprenticeships and in sectors such as health/aged care and construction industries). * Industry’s role in in TVET-a tripartite approach to skills development. * Promoting excellence and innovation-Australia’s TAFE Centres of Excellence as a case study * Recognition of prior learning and current competency. * Leverage digital platforms for inclusive learning. * Facilitating mobility of skilled workers.   Regional case studies (including successful projects within the regions such as Skills for Inclusive Growth in Sri Lanka), educational and industry site visits (including to a TAFE Centre of Excellence focussed on an industry sector of relevance to participants), policy dialogues and peer to peer knowledge exchange will be features of the in-Australia Core Learning Elements component.  Participants’ Return to Work Plans will focus on developing country-level action plans, with one or two objectives that can be realistically progressed within the timeframe of the course. |
| Aligned Australian Counterparts | Tenderers will be required to incorporate Australian and regional subject matter expertise into the Short Course program, and to include networking opportunities with experts during the in-Australia component. Aligned Australian counterparts may include, but not be limited to the following organisations:   * Public and private registered training organisations * TAFE Directors Australia * Enterprise Registered Training Organisations * Australian Skills Quality Authority * Federal and state government training departments, including Jobs and Skills Australia * Industry groups * Chambers of Commerce * Employer Associations |
| Participant Profile | **Participant Profile**  The Short Course will be offered for up to 24 participants. Ideally participants of this course will be middle or senior-level managers in leadership positions within their organisation. To maximise benefits of the Short Course, participants should have the experience and capacity to influence change across the TVET ecosystem within their own country, and to promote the benefits of regional cooperation. It is recommended participants be drawn from:   * Senior government officials in ministries of education, labour and industry * TVET institution leaders and policy advisors * National qualification regulators (where relevant) * Private sector/NGOs involved in TVET strategy development and implementation   At least 40% of the participant cohort will comprise those identifying as female, people from traditionally marginalised groups and nationalities, those working with such groups and people with disabilities working in a relevant area. Applicants from these target groups should be strongly encouraged to apply. Reasonable adjustments will be made through the selection process to support equity principles, as outlined in [Australia’s International Disability Equity and Rights Strategy](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.dfat.gov.au%2Fsites%2Fdefault%2Ffiles%2Faustralias-international-disability-equity-and-rights-strategy.docx&wdOrigin=BROWSELINK).  **Eligibility Criteria**  It is expected participants will come from diverse backgrounds, but at a minimum will be able to satisfy the following criteria:   * Demonstrate a minimum of two years relevant experience in an educational policy environment. * Demonstrate an intent to remain in a relevant role for a minimum of 12 months post-course completion. * Have internet access and be computer literate (to effectively engage with online components of the program). * Possess intermediate level of oral and written English language proficiency. (Providers may be asked to assist in assessment of English Language proficiency) * Be able to demonstrate leadership potential and or to actively impart the knowledge and skills gained through the Short Course to colleagues within their organisation and more broadly.   In addition to the above, applicants must:   * Be a citizen of and currently residing in the nominating country. * Not be applying for or holding permanent residency in either Australia or New Zealand, or be married, engaged to, or a de facto of a person who has, or is eligible to hold, Australian or New Zealand citizenship or permanent residency. This criterion applies at any stage of the application, selection, or mobilisation phases of the course. * Be able to provide attested documents for processing a visa application to enter Australia for the duration of the Australian component of the course and satisfy all requirements of the Department of Home Affairs for an Australian Student Visa (Subclass 500). * Not be a currently serving military personnel. * Obtain the necessary approvals to travel, have the support of their employer to actively participate and be committed to contribute to all phases of the course based on the anticipated course schedule. * Not have attended any previous Short Course (however Australian Awards Scholarships alumni who have completed their degrees more than two years ago may be considered)   **Selection Criteria**  When assessing applications, the following criteria will be considered:   * Evidence of organisational support for the objectives of the course and the applicant’s participation for the duration of the program. * The relevance of the applicant’s current workplace role and responsibilities to the course outcomes. * The applicant’s demonstrated capacity and willingness to act as an organisational change agent, sharing new skills and knowledge with colleagues to build capacity in the TVET sector   The Australian High Commission/Embassy in each participating country with assistance from the Managing Contractor and/or the selected Provider, will determine the final list of participants for this Course. |
| Gender Equality, Disability and Social Inclusion (GEDSI) | The Program’s *GEDSI Approach and Action Plan* sets out a comprehensive approach to promoting gender equality and the inclusion of:   * people with disability * people from diverse caste/ethnic groups * people with diverse gender identities and expressions who may identify as lesbian, gay, bisexual, transgender, queer or questioning, and intersex (LGBTQI) * people from indigenous populations.   The *GEDSI Approach and Action Plan* is grounded in the principle of intersectionality. Rather than naming and identifying different aspects of a person’s identity, Short Course design will recognise that there are common barriers faced by diverse women and men that need to be addressed and that there are specific barriers resulting from intersecting identities that also need to be considered. |
| Return to Work Plan  (RWP) | A key deliverable of the Short Course is developing a Return-to-Work Plan (RWP) that enables the participants to apply the knowledge and skills gained from the Short Course. The RWP will describe how Participants will employ their newly acquired skills and knowledge for a specific project or set of activities. Participants will be encouraged to develop their critical thinking and practical approaches to individual RWPs through consultations with the Provider during the Preliminary Activities phase. Participants will be expected to fully grow their RWP during the Core Learning Elements, with the guidance of the designated Course Leader before the commencement of the Applied Learning Activities.  Each RWP will include measures to reduce the likelihood of discrimination against women as it may relate to policy development, program planning, or service delivery.  The Program may undertake selected reviews of progress with RWP implementation post-course. |
| Indicative Training Schedule | The services are proposed for delivery in accordance with the following schedule:  Preliminary activities commence: January 2026  Core learning elements commence: March / April 2026  Applied learning activities commence: May 2026 |
| Certification | There is no mandatory requirement for formal certification on completion of the training. However, submissions which identify opportunities to award an AQF qualification, Skill Set or micro-credential are encouraged.  At a minimum, the successful Tenderer will award the participants with a Certificate of Completion (template provided to the successful Tenderer by Australia Awards), which will be awarded to participants at the conclusion of the Short Course.  All participants who complete the requirements of the Short Course will become Australia Awards Alumni. |

## Financial details

|  |  |
| --- | --- |
| Funding of courses | The successful Tenderer is to submit a detailed indicative budget using the templates included at **Attachment 7** to this RFT.  The indicative budget will be finalised in conjunction with Scope Global during contract negotiations. |
| Invoicing and payment | Scope Global will pay the Contractor the Service Fees in instalments known as Milestone Payments based on outputs as summarised below.  The Milestone Payments will be payable to the Contractor progressively, on Scope Global’s acceptance of the satisfactory completion of identified outputs and a correctly rendered invoice.  Where a Milestone Payment is to follow acceptance of a report, Scope Global will not be obliged to make full payment until all outputs to be achieved by the Contractor in the period covered by the report have been achieved to its satisfaction and within the agreed timeframes. |
| Value for money | Most aspects of the funding of courses are developed in conjunction with Scope Global using the indicative budget template (Course Budget) included at **Attachment 7** to this RFT. Many costs incurred are reimbursable, so Tenderers can be assured that they do not carry major financial risk in conducting Australia Awards Short Courses. However, within their submissions Tenderers are asked to provide information that will assist Scope Global to determine value for money of the tender bid (core personnel course design and course delivery cost, and the fixed management fee to design and deliver the course). |

## Services to be provided

|  |  |
| --- | --- |
| Overview | The successful Tenderer will be responsible for all aspects of the activity, from course design through to course completion.  The *Short Course Provider Handbook* (**Attachment 9**) has been provided to potential Tenderers and will form a binding part of the contract with the preferred Tenderer. The Short Course Provider Handbook stipulates the requirements for: pre-course preparation; delivery; logistics; welfare/pastoral care; MEL; course materials; and communication and public diplomacy.  The various component tasks including any required service levels associated with the Course Provider’s responsibilities are set out in the Short Course Provider Handbook.  Tenderers please note:   * many tasks associated with the delivery of the Short Course are covered under the reimbursable component of the negotiated indicative budget. * the final list of participants will be determined by DFAT Post. |

# Selection Criteria and Information Required for Technical Assessment

## Selection Criteria

Proposals should be presented in the following format. Each category should be addressed individually, considering the following points:

**A. Capacity and training experience: (10% of the technical assessment)**

The Tenderer must demonstrate:

1. Capability and expertise to design and deliver a short course on **Transforming TVET Policy for Inclusive and Future-Ready Skills Systems (Regional) Short Course** , as outlined in the Scope of Services at Section 4.
2. Experience in the design and delivery of Short Courses for international participants including the ability to provide administrative, logistical and welfare support services as outlined in the Scope of Services Section 4.

**B. Response to course specification: (60% of the technical assessment)**

The Tenderer must provide details of their approach to the design and delivery of the Short Course. Specifically, Tenderers must demonstrate **how** they will:

1. Design and deliver the training components of the course to enable the achievement of the Program outcomes, as well as course objectives and desired learning outcomes, including how gender equality, disability and social inclusion will be integrated into course content.
2. Propose to tailor course design and delivery to align with the individual work contexts and individual needs of participants.
3. Design and deliver the course using an action-based learning approach.
4. Effectively monitor and evaluate progress towards, and achievement of, individual participant learning outcomes, as well as the overall progress and success of the course against its outcomes and objectives.
5. Effectively address key risks and mitigate/manage realised risks during the design and delivery of the course.
6. Facilitate the establishment of linkages between participants and industry to promote collaboration during the Short Course, in Australia, and after Short Course completion.

**C. Core personnel: (30% of the technical assessment)**

The Tenderer must demonstrate that the following team members have the appropriate qualifications and experience to design and implement the Short Course:

* Course Designer (1-3 nominees)
* Course Leader (1-3 nominees)
* GEDSI Specialist (1 nominee)
* Course Coordinator (1 nominee)
* Welfare Officer (1 nominee)

Terms of Reference for these positions are included in the Short Course Provider Handbook.

To enable a like for like assessment Tenderers must comply with the number of nominees indicated for each position above. It is expected that the successful Tenderer will field the key specialists identified in the proposal. Substitution of these specialists will require Scope Global pre-approval.

## Annexes

The Technical Proposal should include the following Annexes:

***Annex 1 – Organisational Experience***

This Annex is to contain Description Sheets of relevant activities which clearly demonstrate the Tenderer's ability to meet the Scope of Services as outlined in Section 4. Up to three (3) Description Sheets can be included and must not exceed one A4 page each. Proformas for these description sheets can be found as **Attachment 1** to this document.

***Annex 2 – Curricula Vitae (CVs)***

A summary table (as below) is to be inserted at the beginning of this Annex. The table **must be** in landscape and must not exceed **one** A4 page.

| Position | Name | Nationality | Gender | Brief description of key qualifications, expertise and experience (in bullet points) |
| --- | --- | --- | --- | --- |
| Course Designer/s |  |  |  |  |
| Course Leader/s |  |  |  |  |
| GEDSI Specialist |  |  |  |  |
| Course Coordinator |  |  |  |  |
| Welfare Officer |  |  |  |  |

Certified CVs are to be provided for each of the nominees, to a maximum of three (3) pages, for the following Core Personnel positions **only:**

* Course Designer (1-3 nominees)
* Course Leader (1-3 nominees)
* GEDSI Specialist (1 nominee)
* Course Coordinator (1 nominee)
* Welfare Officer (1 nominee)

CVs should provide a clear response to the duties outlined in the Short Course Provider Handbook. A proforma for CVs can be found as **Attachment 2** to this document.

Scope Global regards the withdrawal or substitution of personnel to be grounds for the cancellation of negotiations and reserves the right to consider alternative offers where personnel nominated in Tenders are subsequently not available.

***Annex 3 – Draft Training Course Program***

A Draft Training Course Program using **Attachment 3** to this document. Core delivery personnel should also be clearly identifiable for each of the sessions presented.

***Annex 4 – Risk Mitigation Matrix***

A Risk Mitigation Matrix identifying key risks to the successful design and delivery of the course as per the Scope of Services. Tenderers are to complete the proforma as in **Attachment 4** to this document (maximum **2** pages).

***Annex 5 – Statutory Declaration***

Format is provided as **Attachment 5** to this RFT.

# Selection Criteria and Information Required for Price Assessment

## Introduction

Tenderers must submit a Financial Proposal as a part of their submission. Scope Global is seeking a cost effective training solution for 24 of participants with diverse backgrounds.

## Approach to the Financial Proposal

Scope Global will undertake a financial price assessment of those Tenders assessed as technically suitable by the Technical Assessment Panel (TAP). Scope Global reserves the right to provide the financial component of any Tender to TAP members for their examination in the context of resource adequacy evaluation against the selection criteria in the technical assessment process.

## Limited Information Required for Price Assessment

The final *Course Budget* for the Program’s Short Courses is negotiated with the preferred Tenderer and therefore the financial detail required for the Financial Proposal (i.e. price assessment) includes Tenderers personnel costs and management fee.

The *Course Budget* template is provided as **Attachment 7** and consists of two parts, as outlined below.

Part A: Fixed (non-reimbursable costs)

A1 Fixed personnel costs for design of course

A2 Fixed personnel costs for delivery of course

A3 Fixed management fee (head office administration costs and fees)

Part B: Reimbursable costs incurred by contractor

B1 Personnel Costs for Course Delivery

B2 Course Delivery Costs

B3 Accommodation

B4 Participants' allowances (per diems)

B5 In Australia Travel & Transfers (if relevant)

B6 Virtual Delivery Costs

B7 Other costs and expenses

**Please note** – Estimated reimbursable costs associated with Part B of the *Course Budget* **are to be included as part of the Financial Proposal**. These costs are not assessed as part of the ‘like-for-like” assessment but will be provided to DFAT as part of the approval process. They will be subject to negotiation with the selected Tenderer as part of the contract process in line with mandated service levels.

## Content of Financial Proposal

Within the Financial Proposal Tenderers must address the criteria as set out in the table below. These criteria will be used to make a like-for-like financial comparison.

| Financial Proposal Criteria |
| --- |
| **Criterion 1: Personnel course design cost**  Personnel costs for the design of the course, expressed as number of days, per person, at a daily rate (i.e. cost of the Course Designer/s). The Tenderer needs to assess the composition of personnel and associated number of days per person required to design the course. Tenderers must provide details in Schedule 1: Fixed personnel costs for design of course. |
| **Criterion 2: Personnel course delivery cost**  Personnel costs for the delivery of the course, expressed as number of days per person at a daily rate for each of the five key delivery positions. The positions of **Course Coordinator, GEDSI Specialist and Welfare Officer** **must include a nomination of one person only.** Tenderers must provide details in Schedule 2: Fixed core personnel costs for delivery of course.  Tenderers need to make their own assessment of how many days per person will be required to undertake these tasks, noting that this component forms part of the like-for-like assessment. |
| **Criterion 3: Fixed management fee**  Total management fee to be charged by the Tenderer for the design and delivery of the course as described in the Scope of Services. This must include any applicable insurance as outlined in the Scope Global Services Agreement Template (Attachment 10 of this RFT). Tenderers must provide details in Schedule 3: Fixed Management Fee.  Tenderers must clearly detail any other fees to be charged to the course (for example financial costs, administration costs, special fees, staff on costs, etc.). Other fees will be subject to approval during the contract negotiation process. Noting this component forms part of the like-for-like assessment.  The Fixed Management Fee is exclusive of personnel costs and any other costs directly associated with course design and delivery. |

Tables for inclusion within the Financial Proposal, including those containing information required for the purposes of the financial assessment, are:

* Schedule 1: Personnel Course Design Cost
* Schedule 2: Personnel Course Delivery Cost
* Schedule 3: Fixed Management Fee
* Schedule 4: Summary of Unit Costs for Scope Global Price Comparison.

The format for each of these schedules is provided as **Attachment 6** to this RFT. It is this information that is assessed as part of the like-for-like price comparison.

Tenderers must complete all schedules showing their firm quotations in whole Australian Dollars (AUD). Scope Global requires these calculations for the purposes of disaggregating and checking the accuracy of Tenderers’ total financial assessment figure. Only the final figure provided at **Schedule 4** will be subject to the financial price assessment.

Tenderers should note that inaccurate or inconsistent calculations in the financial component of any Tender may, in Scope Global’s sole discretion, be grounds for Scope Global to deem that the Tender is non-conforming and exclude it from further consideration under the RFT process.

Tenderers are also required to submit an indicative course budget using the template provided as **Attachment 7** to this RFT. Information contained in this indicative budget will be provided to DFAT as part of the approval process and Sections A1, A2, A3 and B may be subject to review as part of contract negotiations.

## Retention of Price Component of Tenders by Scope Global

Scope Global will retain the financial components of all Tenders, including those not considered technically suitable.

## Escalation

There is no provision for escalation.

## Goods and Services Tax (GST)

Unless expressly stated otherwise, all amounts payable under this Agreement are exclusive of GST.

## Attachment 1 - Organisation Experience Description Sheet Proforma

|  |  |
| --- | --- |
| Short Course title/activity: | |
| Funding agency: | Approx. value of contract: |
| Start date: | Completion date: |
| Name of partner organisation/s, if any: | |
| Participant profile: | |
| Short Course overview and objectives: | |
| Organisation’s role in the design and delivery of the Short Course: | |
| Support services provided: | |
| Core personnel provided and functions performed: | |

## Attachment 2 – Curriculum Vitae Proforma

**Notes: CV must not exceed three pages. Referees MUST NOT be employees of the tendering organisation.**

**Curriculum Vitae**

**Position title: e.g. Course Designer**

**Specialist fields of expertise of nominee:**

**Name:**

**Nationality:**

**Academic qualifications:**

**Languages & degree of proficiency:**

**Professional affiliations:**

**Other training:**

**Countries of work experience:**

**Professional experience (with particular reference to tender requirements)**

Date/Position/Company:

Dot points of duties and responsibilities:

**Referees:**

Name:

Position:

Company:

Work Phone:

E-mail:

**Certification:**

“I certify that this curriculum vitae is accurate and I acknowledge my willingness and availability to participate in the Short Course tender for ***Course name*** in the role of *position title*”.

**Signature: Date**

## Attachment 3 – Course Outline Proforma

# Preliminary Learning Activities:

Please keep this section to 1 page only, clearly specifying proposed delivery mode (eg face to face; virtual or blended), the number of sessions and the timing (in-country and in-Australia if relevant).

# Core Learning Elements (In Australia):

Please provide, in calendar format, the structure of the Core Learning Elements component of the Short Course. Please include details regarding activity, location, date, timing of sessions, facilitators (Core delivery team and intended guest presenters/organisations), and any travel. The below calendar is a sample layout only and can be adjusted based on the structure and timing of the course.  
   


Applied Learning Activities:

Please keep this section to 1 page only, clearly specifying proposed delivery mode (e.g. face to face; virtual or blended), the number of sessions and the timing (in-country and in-Australia if relevant).

Attachment 4 – Risk Mitigation Matrix Proforma

The table **must be** in landscape and **must not** exceed **two** A4 pages. Refer to the Short Course Provider Handbook, Annex 1 for risks, management actions, and responsibilities related to COVID 19.

| # | Risk | Impact on Program | L | C | R | Contractor Risk Management | Nominated Contractor Personnel |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *1* | *Sentence summarising the risk to the design and/or delivery of the Short Course* | *Sentence summarising the possible impact on the design and/or delivery of the Short Course* |  |  |  | *Actions taken by the Contractor to manage the risk including any relevant timeframes* | *e.g. Course Leader, Course Designer, GEDSI Specialist, Course Coordinator etc.* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**KEY**

L = Likelihood (5 = Almost certain, 4 = Likely, 3 = Possible, 2 = Unlikely, 1 = Rare)

C = Consequence (5 = Severe, 4 = Major, 3 = Moderate, 2 = Minor, 1 = Negligible)

R = Risk Level Determined by Risk Level matrix below (4 = Very high, 3 = High, 2 = Moderate, 1 = Low)

**RISK LEVEL**

| **Consequence**  **Likelihood** | **Negligible** | **Minor** | **Moderate** | **Major** | **Severe** |
| --- | --- | --- | --- | --- | --- |
| **Almost Certain** | Medium | Medium | High | Very High | Very High |
| **Likely** | Medium | Medium | High | High | Very High |
| **Possible** | Low | Medium | Medium | High | High |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Rare** | Low | Low | Low | Medium | Medium |

## Attachment 5 – Commonwealth of Australia Statutory Declaration

**Commonwealth of Australia Statutory Declaration**

I, *(name, address and corporation of person making the declaration),* do solemnly and sincerely declare, on behalf of the Tenderer and on behalf of myself, that:

**Definitions**

1. In this statutory declaration:

**“Client”** means Scope Global (ACN 054 575 567);

**“Services”** means the services described in the RFT for this Activity;

**“Tenderer”** means *(details of tendering corporation as appropriate);*

**“Tender Price”** means the fees, rates and prices indicated by a Tenderer as being the amounts for which that Tenderer is prepared to undertake the Services;

**Preamble**

2. I hold the position of *(managing director or other title)* of the Tenderer and am duly authorised by the Tenderer to make this declaration on its behalf.

**Accuracy of Information**

3. The information contained in the Tender including CVs of nominated personnel submitted by (*name of organisation/company*) is factually based and I accept that if such information is found by Scope Global to be inaccurate or misleading this may, at Scope Global’s sole discretion, result in disqualification of the Tender.

**Tenderer’s Acknowledgment**

4. That (*name of organisation/company*)’s Tender is made on the basis that it acknowledges that:

a) the RFT specifies Scope Global’s and DFAT’s rights in respect of the RFT and (*name of organisation/company*) agrees that Scope Global and DFAT may exercise its rights as set out in the RFT in respect of the RFT process;

b) (*name of organisation/company*) sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to Scope Global’s requirements, including the risks and other circumstances which may affect a Tender;

c) in lodging its Tender (*name of organisation/company*) did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of Scope Global or DFAT other than any statement, warranty or representation contained in the RFT;

d) (*name of organisation/company*) did not use the improper assistance of Scope Global or Commonwealth employees or ex-employees, or information unlawfully obtained from Scope Global or the Commonwealth in compiling its Tender;

e) (*name of organisation/company*) satisfied itself as to the correctness and sufficiency of its Tender;

f) (*name of organisation/company*) is responsible for all costs and expenses related to its involvement in the RFT, including: preparation and lodgement of the Tender;

1. any subsequent negotiation; and

II. any other action or response in relation to the RFT.

g) Scope Global and the Commonwealth are not responsible for any costs or expenses incurred by (*name of organisation/company)* or any other person in responding to or taking any other action in relation to the RFT, whether or not Scope Global terminates, varies or suspends the RFT process or takes any other action permitted under the RFT; and

h) *(name of organisation/company)* will comply with the rules set out in the RFT.

**Availability of Personnel**

5. The personnel nominated in the Tender have been approached and have confirmed their availability to undertake the Services at the time specified.

**Security of Personnel**

6. The Tenderer warrants that all necessary arrangements will be made to ensure adequate protection/security for personnel in the field.

**Tender Price**

7. The Tenderer warrants that it can undertake and complete the Services for the

Tender Price.

8. Should the training be deemed successful and a request be received for the Tenderer to repeat the delivery of the Short Course within 12 months, the same tender price will be offered by that Tenderer.

**Collusive Tendering**

9. Neither the Tenderer nor any of its servants or agents had knowledge of either the technical component of the Tender or the Tender Price for the Services of any other Tenderer prior to the Tenderer submitting its Tender for the Services.

10. Neither the Tenderer nor any of its servants or agents disclosed the technical component of its Tender or the Tender Price for the Services submitted by the Tenderer to any other Tenderer who submitted a tender for the Services or to any other person or organisation prior to the close of Tenders.

**Cover Bidding**

11. Neither the Tenderer nor any of its servants or agents provided information to any other Tenderer, person or organisation, to assist another Tenderer for the Services to prepare a tender known as a “cover bid”, whereby the Tenderer was of the opinion or belief that another Tenderer did not intend to genuinely compete for the contract.

12. The Tenderer is genuinely competing for the contract and its Tender is not a “cover bid”.

**Unsuccessful Tenderers’ Fees**

13. Prior to the Tenderer submitting its tender for the Services neither the Tenderer nor any of its servants or agents entered into any contract, agreement, arrangement or understanding that the successful Tenderer for the Services would pay any money or would provide any other benefit or other financial advantage, to or for the benefit of any other Tenderer who unsuccessfully Tendered for the Tender.

**Competitive Neutrality**

14. The Tenderer has complied with the principles of competitive neutrality in preparing its Tender (publicly owned Tenderers only).

And I make this solemn declaration by virtue of the Statutory Declarations Act 1959, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

*[Signature of person making declaration)]*

*[Optional: Email address and/or telephone number of person making the declaration]*

Declared at ( ) on the ( ) day of ( ) Before me,

*[Signature of person before whom the declaration is made]*

[*Full name, qualification and address of person before whom the declaration is made (in printed letters)*]

[*Optional: Email address and/or telephone number of person before whom the declaration is made*]

## Attachment 6- Financial Proposal Tables (see separate file)

## Attachment 7 - Indicative Budget (see separate file)

The indicative budget should be completed and lodged as part of the Financial Proposal.

Important note: Part B (reimbursable costs) does not form part of the like-for-like price assessment of this RFT. Part B will be further developed and negotiated with the preferred Tenderer and included in the sub-contractor agreement.

## Attachment 8 – Comment on Draft Contract

Note: This form is required to be lodged as part of the Tender.

|  |  |  |  |
| --- | --- | --- | --- |
| **Clause/schedule/item** | **Comments** | **Service provider proposed wording of amendment to clause/schedule/item** | **Scope Global comment (provided to the successful Tenderer through contract negotiations)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Attachment 9 – Short Course Provider Handbook (see separate file)

## Attachment 10 – GEDSI Approach and Action Plan 2022-2033 (see separate file)

## Attachment 11 – Scope Global Services Agreement Template (see separate file)



1. [2022-11-28-14-55-14b0f8d58e53a1577422454fda3be908.pdf](https://nsda.portal.gov.bd/sites/default/files/files/nsda.portal.gov.bd/page/79fe610e_04d6_4409_8331_1578b9a0e1d1/2022-11-28-14-55-14b0f8d58e53a1577422454fda3be908.pdf). Accessed 21 June 2025. [↑](#footnote-ref-2)
2. [Council for Technical Education and Vocational Training](https://ctevt.org.np/). Accessed 18 June 2025. [↑](#footnote-ref-3)
3. [Skill India Digital Hub (SIDH) - Upskilling, reskilling, career growth and lifelong learning](https://www.skillindiadigital.gov.in/home). Accessed 18 June 2025. [↑](#footnote-ref-4)